

**STANDING ORDER**

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3 1. Civil Law and Motion is heard on Fridays, at 9:30 a.m. Criminal Law and Motion is  
4 heard on Fridays, at 10:30 a.m. Counsel need not reserve a hearing date in advance for civil motions.  
5 However, noticed dates may be reset as the Court's calendar requires.  
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7 2. Case Management and Pretrial Conferences are heard on Fridays, at 1:30 p.m. Case  
8 Management Conferences will no longer be recorded, unless requested by the parties.  
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10 3. In cases that are randomly assigned to Judge Spero for all purposes, a Consent to  
11 Proceed before a U.S. Magistrate Judge and a Declination to Proceed Before a Magistrate Judge  
12 And Request For Reassignment to a United States District Judge Forms will be mailed to all parties.  
13 The parties are requested, within two weeks from receipt of the form, to complete and file the form  
14 indicating their consent or request for reassignment to a District Judge.  
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16 4. Parties with questions regarding scheduling of settlement conferences should contact  
17 Judge Spero's secretary, Mary Ann Macudzinski-Gomez, at (415) 522-3691. All other scheduling  
18 questions should be addressed to Judge Spero's courtroom deputy, Karen Hom, at (415) 522-2035.  
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20 5. Discovery motions may be addressed to the Court in three ways. A motion may be  
21 noticed on not less than thirty-five (35) days notice pursuant to Civil L.R. 7-2. Alternatively, any party  
22 may seek an order shortening time under Civil L.R. 6-3 if the circumstances justify that relief. In  
23 emergencies during discovery events (such as depositions), the Court is available pursuant to Civil  
24 L.R. 37-1(b). In the event a discovery dispute arises, counsel for the party seeking discovery shall in  
25 good faith confer **in person** with counsel for the party failing to make the discovery in an effort to  
26 resolve the dispute without court action, as required by Fed. R. Civ. P. 37 and Civil L.R. 37-1(a).  
27 The meeting must be **in person**, except where good cause is shown why a telephone meeting is  
28 adequate. A declaration setting forth these meet and confer efforts and the final positions of each

1 party shall be included in the moving papers. The Court will not consider discovery motions unless the  
2 moving party has complied with Fed. R. Civ. P. 37 and Civil L.R. 37-10(a).

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4 6. In all “e-filing” cases, when filing papers in connection with any motion for  
5 determination by a judge, the parties shall, in addition to filing papers electronically, lodge with  
6 chambers a printed copy of the papers by the close of the next court day following the day the papers  
7 are filed electronically. **These printed copies shall be marked “Chambers Copy” and shall be**  
8 **submitted directly to Magistrate Judge Spero’s chambers in an envelope clearly marked with**  
9 **the judge’s name, case number and “E-Filing Chambers Copy.” Parties shall not file a paper**  
10 **copy of any document with the Clerk’s Office that has already been filed electronically.**

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12 7. Any proposed stipulation or proposed order in a case subject to electronic filing shall  
13 be sent by email to [jcsपो@cand.uscourts.gov](mailto:jcsपो@cand.uscourts.gov). This address is to be used only for proposed orders  
14 unless otherwise directed by the Court.

15 IT IS SO ORDERED.

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17 Dated: February 26, 2003

18 /s/ Joseph C. Spero  
19 JOSEPH C. SPERO  
20 United States Magistrate Judge  
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